

EVIDENCE SPECIALIST
King County Sheriff's Office
Hourly Rate Range \$16.15 - \$20.48
Job Announcement No.: 03LW3510
OPEN: 6/23/03 CLOSE: 7/14/03

WHO MAY APPLY: This position is open to King County employees and the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **500 4th Ave, Room 450, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED).

Note: Applications not received at the location specified above may not be processed.

FORMS REQUIRED: [King County application](#), Self Screening and Applicant Questionnaires, Supplemental Questions

WORK LOCATION: Possible worksites include: the central Property Management Unit, in the Georgetown district of Seattle, the Regional Justice Center in Kent, or a KCSO precinct in Kenmore, Maple Valley or Burien.

WORK SCHEDULE: These employees work a 40-hour work week, Monday through Friday, day shifts, plus call-outs. May involve some shift work.

PRIMARY JOB DUTIES: This position has warehouse duties. They include receiving, storing, releasing or disposing of police evidence. Evidence includes stolen property, guns, drugs, alcohol, money, soiled clothing and other items. Job duties require a lot of standing, walking and lifting.

1. Lift and move heavy and bulky items, use ladders and hydraulic lifting equipment to stock and retrieve items from shelves, and perform warehousing duties on a regular basis.
2. Prepare and maintain comprehensive records and reports on the collection, preservation, location and disposition of evidence as required by law.
3. Destroy and/or process evidence and documents in accordance with established policies.
4. Prepare, setup and/or participate in Sheriff's Office Property Auctions.
5. Assist in training others in handling of evidence, property and biohazards.
6. Testify in court on the integrity and chain of custody of evidence presented in criminal proceedings.
7. Secure and control valuable property, firearms, ammunition and narcotics for evidence.
8. Receive, release and transport evidence and property to department facilities, courts, laboratories, owners and outside agencies in accordance with established policies and legal requirements.
9. Drive vehicles, including trucks and forklifts, to transport items and supplies as needed.
10. Assist in supplying uniforms to Sheriff's Office members per regulations and maintain proper records.
11. Assist in ordering, processing and distributing departmental supplies.

QUALIFICATIONS:

- Ability to accurately enter and retrieve information using a computer (basic knowledge of Word, Excel, Access)
- Ability to type 35 WPM.
- Ability to follow detailed written procedures or verbal instructions.
- Attention to details and accuracy are of utmost importance.
- Ability to explain procedures to others clearly.
- Ability to work independently with minimal supervision.
- Must possess a very strong customer service orientation.
- Ability to work as part of a team and get along with diverse populations.
- Previous warehouse or store clerk experience is preferred.

- Ability to drive a variety of vehicles, including a forklift is preferred.

NECESSARY SPECIAL REQUIREMENTS: Must possess a valid Washington Driver's License by date of hire and have a good driving record. Must be able to obtain a Forklift Operator Certification.

All Civil Service applicants must be U.S. citizens who can read and write the English language and must pass a thorough background investigation, including polygraph examination.

Due to heavy lifting requirements, the final candidate must also pass a post-offer physical exam.

UNION MEMBERSHIP: These positions are represented by Public Safety Employees Union, Local 519.

CLASS CODE: 7460

Evidence Specialist Selection Process

1. Applicants submit the King County Application, Applicant Data Sheet, Self Screening Questionnaire, Applicant's Acceptance of Conditions of Employment form and responses to the Supplemental Questions to the address at the top of this announcement by 4:30 P.M. on the due date.
2. Applications are screened for minimal qualifications and Supplemental Questions are scored by HR.
3. Everyone submitting an application will be notified by letter at this point. Those who qualified will be scheduled for the technical testing.
4. Those candidates who qualify will be scheduled for oral board interviews.
5. Scores from the Supplemental Questions, the technical tests and the oral board interviews will be combined to determine the ranking on the Civil Service Evidence Specialist eligibility list. Department positions will be filled from that list for up to one year.

Name: _____

Date: _____

SELF SCREENING BACKGROUND QUESTIONNAIRE

In order to apply for the King County Sheriff's Office, you must answer the following background questions. Circle your answers in the table on this page. Please answer carefully. All answers will be verified in the course of the required background investigation and polygraph examination. **Dishonest answers will be grounds for rejecting your application.** If you have questions regarding the meaning of any statement listed below, call Detective Steve Barrus (206) 296-4074, or Detective Jessica Belter at (206)205-0883 and seek clarification **before** you submit your application.

1. Are you now a United States citizen?	YES	NO
2. Can you read, write and speak the English language so as to be easily understood?	YES	NO
3. Have you been convicted of a felony as an adult?	YES	NO
4. Have you bought, sold, possessed, transported or used marijuana within the last three years?	YES	NO
5. Have you bought, sold, possessed, transported or used any other controlled substance such as, cocaine, opiates, LSD, or other illegal non-prescription drugs within the last five years?	YES	NO
6. Have you ever committed any serious illegal acts (whether or not you were caught)? (This does <i>not</i> include crimes such as shoplifting a pack of gum as a juvenile.) <i>Note: Misdemeanors committed after the age of 18 will be screened on an individual basis.</i>	YES	NO
7. Do you have a record of frequent lateness or absence from work with current or past employers?	YES	NO
8. Do you exceed the 6-point driving violation limit for the 36 months preceding the date of application, when the driving standards shown below are applied to you records?	YES	NO

KING COUNTY SHERIFF'S OFFICE DRIVING STANDARDS

(for the 36 months preceding the date of application)

<u>Violation</u>	<u>Points</u>	<u>Violation</u>	<u>Points</u>
Revocation of driver's license	8	Hit and run (unattended)	6
Denial of issuance of driver's license	8	Driving while driver's license suspended (DWLS)	4
Negligent homicide	8	Speeding in excess of the posted limit:	
Driving while intoxicated (involving an accident)	8	0 - 14 over	2
Driving while intoxicated (no accident involved)	6	15 - 19 over	3
Reckless driving (involving an accident)	8	20 - 25 over	4
Reckless driving (no accident involved)	6	over 25	6
Negligent driving (involving an accident)	6	Convictions or forfeitures for other moving violations:	
Negligent driving (no accident involved)	4	each violation involving an accident	4
Hit and run (attended)	8	each violation not involving an accident	2

**EVIDENCE SPECIALIST APPLICANT QUESTIONNAIRE
ACCEPTANCE OF CONDITIONS OF EMPLOYMENT**

The following “yes” or “no” questions reflect conditions of employment that all applicants must accept.

I am able to use a computer to enter and retrieve data in basic Word, Access or Excel programs.	YES	NO
I can type 35 WPM	YES	NO
I am willing to work overtime, and respond to crime scenes at any hour on an on-call basis.	YES	NO
I am willing to maintain confidential information in accordance with policy and procedures.	YES	NO
I am able and willing to work in an enclosed security area. The employees in these areas must maintain security and restricted access.	YES	NO
I have a valid Washington Driver’s License or am able to obtain one by the date of hire.	YES	NO
I am able to lift and move heavy objects weighing up to 75 pounds. I am able to do this work routinely without assistance.	YES	NO
I am willing to handle dangerous weapons after proper training to do so.	YES	NO
I am willing to work around potential allergens after proper training.	YES	NO
I am willing to handle unsanitary items when appropriate safety measures are taught.	YES	NO
I am willing to work on lifts (mechanical lifting devices) up to 22 feet off the ground.	YES	NO
I am willing to learn to operate forklifts and other equipment.	YES	NO
I am willing to wear a uniform for work.	YES	NO

Signature/date

SUPPLEMENTAL QUESTIONS

Using plain white, 8 1/2” x 11” sheets of paper, please respond to the following questions. Be thorough and

honest regarding your duties and experience. Put your name and the date at the top of each page you submit. Keep in mind that we will be evaluating your grammar, spelling and punctuation as well as the content of your responses.

1. Describe your specific work experience performing warehousing and stores clerk type functions: inventory, stocking shelves, handling large quantities or heavy objects, etc.
2. Describe your experience with computers and database software such as Access, Excel and Word.
3. Tell us about your experience working with the public as customers. Specifically, what kinds of service were you providing and how you handled problematic customers.